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AUTHOR Knisely, Phillis; Wickham, Marian
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ABSTRACT

Three short articles about large type transcribing are provided for braille transcribers and teachers of the visually handicapped. The first article lists general suggestions for simple typewriter maintenance. The second article reviews the guidelines for typing fractions in large type for mathematics exercises. The third article describes a simple procedure for re-inking nylon fabric Smith-Corona cartridges. (LH)

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LARGE TYPE

Typewriter Care

Phyllis Knisely, Chairman

Many of us who have been typists for some time take our typewriter for granted. We expect it to perform day after day with the same perfection it did when it was new. As with any piece of delicate machinery or equipment, it requires some simple maintenance to keep it operating smoothly. Here are some general suggestions for all makes of typewriters:

1. Keep the machine covered when not in use to prevent a dust build-up on the keys and bars.
2. Move the carriage to the far right or left when erasing or using white-out so that flakes won't fall into the keys or works.
3. Using the soft cleaning brush of your vacuum cleaner, vacuum frequently to remove dust from the long metal bars that connect the keys to the typeface.
4. Occasionally clean the typeface with a stiff typewriter brush or clay cleaner available at office supply stores.
5. Have your typewriter oiled, cleaned and checked by an authorized dealer or factory service center at least once a year. If your transcribing group owns many typewriters, it may be cheaper for you to arrange a yearly maintenance contract with your dealer.
6. Store all ribbons in their original containers, away from sunlight or other sources of intense heat.
7. If your typewriter is electric, observe these general safety rules:

   a. Always turn the typewriter off if you must reach into the type basket. If you accidentally hit the keys, injury may result.
   b. When you have finished typing, always turn your typewriter off to prevent the possibility of fire caused by overheating or an electrical malfunction.
   c. Never insert metal objects, such as screwdrivers, paper clips, nail files, etc., into a typewriter which is plugged in. An electrical shock may result.
   d. The powered carriage return moves quickly back to the left margin. Keep your fingers out of its path to prevent injury.

EC 165 154

SHARPEN your skills

The Skills section has been placed in the center of the Bulletin for your convenience so that it may be easily removed for ready reference or duplication.

Fractions

Phyllis Knisely, Chairman

Following is a review of the guidelines for typing fractions in mathematics exercises. See Section X-C-2 of the NBA *Large Type Transcribing Manual*.

Note that some ink print copies show the fractions on one line using a slash (/) between the numerator and denominator. In large type transcribing, the fraction is *always* typed as shown in the examples below, with the fraction line extending one space on either side of the longest numeral.

Leave two spaces between fractions and any words which precede or follow them on a vertical line.

Return twice between lines containing fractions.

Remember, these guidelines for typing fractions should be followed in knitting instructions, recipes, etc.

Careful pre-structuring before you begin to type is essential and avoids time consuming re-typed pages. I find it easier when pre-structuring if I make a check mark (✓) alongside a typing problem that alerts me to make spacing allowances whether they be vertical or horizontal.

NBA Bulletin, Spring 1983

Ink Print Copy.

4. c. Karl rode his bicycle 5 7/10 miles to the beach. On the way home he rode 6 1/2 miles. How many miles did he ride?

5. c. Aunt Beth bought 1 3/8 yards of blue ribbon and 1/2 yards of green ribbon. How much more blue ribbon was bought?

Large Type Copy.

4.

c. Karl rode his bicycle $5\frac{7}{10}$ miles to the beach. On the way home he rode $6\frac{1}{2}$ miles. How many miles did he ride?

5.

c. Aunt Beth bought $1\frac{3}{8}$ yards of blue ribbon and $\frac{1}{2}$ yards of green ribbon. How much more blue ribbon was bought?

Ink Print Copy.

4.a.	$ 775	$9\frac{1}{2}\%$	1 yr. 6 mos.
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Pale Face?

By Marian Wickham, Large Type Specialist
California Transcribers & Educators of the Visually Handicapped (CETVH)

If your nylon fabric cartridge ribbons are not as dark and inky as you would like them to be, I have found a way to re-ink Smith-Corona cartridges, following the method used for many years by typists from The Braille Guild of Naperville, Illinois. It really works, is simple to do, and the materials needed are very inexpensive.

Mix up a mixture of one part mimeograph ink to three parts sewing machine oil. The mimeograph ink can usually be squeezed out of used tubes, available from schools, churches or others who still use a mimeograph machine for printing bulletins. The sewing machine oil is available from fabric stores or wherever sewing machines are sold.

To get the mixture into the cartridges, hold the tip of the cartridge up and drip the fluid down into the cartridge with an eye dropper—about six or eight drops for a very dried-up old cartridge or perhaps three or four drops for one which is just too faded to produce good copy. Encase the cartridge in an airtight plastic bag and let it "steep" for two to four weeks in a cool storage cupboard, so that the ink will penetrate well.

Because these "saved" ribbons cost nothing except for the oil, if one gets too inky it may be tossed out or put aside to dry out a bit longer. If one is not inky enough, it can be given a few more drops of rejuvenator and put back to "steep" a bit longer. In this way, ribbons can be used until they disintegrate from old age.

The one disadvantage, in having such nice dark ribbons is that it is necessary to clean the type on the machine more often. See Large Type Skills Column, NBA *Bulletin*, Fall, 1983. Happy inking!!

This is typed with a cartridge ribbon which will be restored by reinking.

This one was re-inked several weeks ago and just now unpacked from its airtight plastic.